**CALL FOR PROPOSALS:
LINE 3 IAMC DATABASE PILOT PROJECT**

|  |
| --- |
| **BACKGROUND** |
| The L3 IAMC Terms of Reference call for development of a database. In this context, the L3 IAMC is exploring a system for the capture, storage, retrieval, analysis, and display of spatial information, including the monitoring activities and data Indigenous Monitors (IM) collect in the field. This system would allow the IMs and IAMC to combine spatial and non-spatial information from different sources into a database. It would allow IAMC to better document monitoring activity itself (i.e. where monitoring has taken place), identify places of interest along the pipeline, create reports, find optimal paths between places, track findings and recommendations, and forecast or model events and progress.Prior to starting the database for the whole L3 corridor, a pilot project has been proposed to create an example of a database for consideration by the IAMC committee.

|  |
| --- |
| **OBJECTIVES** |

The primary goal of the pilot project is to collect and map data within a small area using a variety of tools and field applications, such as GPS receivers, drones, and cameras, as well as secondary data to compile in a GIS environment, to:* Better understand what information is useful to collect and how Indigenous monitors can best capture information
* Develop an example product that could support discussions within the Committee and with others (eg. Enbridge), to help guide further development of the database.

This call for proposals is to find an experienced GIS service provider that specializes in accurate and functional GIS data development and software tools. This pilot project will confirm the database specifications to ensure clarity and effective communication within the Committee and others.  |
| **SCOPE OF WORK** |
| Line 3 IAMC is seeking proposals for an entity to provide a full scope of services related to Geographic Information solutions. These services are required to develop the Line 3 IAMC GIS database pilot project in Swan Lake First Nation, Manitoba. The successful applicant will work collaboratively with L3 IAMC Indigenous Monitors to provide web-based GIS solutions based on a GIS Platform. GIS applications should be viewable and accessible on desktop, laptop and mobile devices.The successful service provider would provide the following:* add the IAMC specific layers and data to the framework from NRCan database
* Developing an IAMC-specific mapping system that meets industry standards and allows IAMC to publish various maps for various uses
* create editing instructions and policies for the GIS datasets being used by IAMC members and monitors
* advise the IAMC on matters relating to GIS projects and related software, including licenses
* customize GIS related web page
* work with Swan Lake First Nation and others including drone operating companies and Land Surveyors to acquire data
* obtain GIS data as needed from other sources including Land Title offices, CER, and Enbridge
* provide customized solutions for special projects as requested including illustrating Indigenous knowledge in all aspects of the pilot project
* obtain consent from all the parties involved in data capture before incorporating the data into the GIS database.

Some of the specifications and benefits of the pilot project are:**• The framework of the pilot project**The pipeline right of way (R/W) will be used to determine the project area for the database. The R/W travels through a variety of jurisdictions. The intent is that the pilot project will be the basis for development of a database for the whole of the L3 area and would be shared with a future database contractor.The framework of the pilot project database (Cadastral Fabric) is available and will be downloaded through NRCan database. All the other data/layers will be added to this framework including the information and boundaries of the adjacent parcels. **• Accuracy and quality control**The pilot project will help build the quality control system and data stewardship protocols to assure the integrity of the information. It will be an opportunity to detail the procedures that must be followed in order to achieve the precision necessary for the database.**• Layers that are required for the pilot project**The pilot project will determine which layers should be included in the database and how security measures will ensure confidentiality of sensitive data is maintained through development of data stewardship protocols. This may mean that sensitive data is not included, and that only contact information to data holders is identified.**• Standards**It is necessary to set standards for data collection and database administration to ensure that the data is always valid and up to date. The objective is to establish a live, dynamic database that will be able to accommodate future growth and expansion. **• Requirements in the Field**The pilot project will provide a better understanding of:* supports and capacity needed within the IM Program including training
* learnings on data collection techniques in the field using basic field techniques as well as technology such as GPS, drones, etc.

The pilot will also consider an effective workflow process that will enable the monitors to update the location and attribute information after every inspection. This is necessary to maintain an up-to-date database.**• Identifying the right application**Through the pilot, IAMC may select an interactive web application to enable information access by IAMC monitors, Committee members, and others. The IAMC will be responsible for the following:* Providing access to the Geo-Referenced cadastral fabric/framework of the area subject to the pilot project (Swan Lake First Nation, Manitoba)
* Setting up meetings with stakeholders
* Working with GIS provider to set up time frames, projects expectations and outcomes
* Ongoing feedback and review

|  |
| --- |
| **ABOUT YOU**  |
| ***Eligible recipients include:**** GIS service providers. Preference will be given to Indigenous firms from Alberta, Saskatchewan, or Manitoba.
* ability to travel to Swan Lake First Nation in Manitoba to meet with Knowledge Keepers and Swan Lake First Nation representatives to collect information within locations along the Line 3 corridor.
 |

|  |
| --- |
| **BUDGET** |
| The Committee has notionally allocated *up to* $50,000 to engage a professional GIS database development services for this project. This includes $5,000 for Honoraria for knowledge keepers and others within Swan Lake First Nation.*Funding required for:** *Consultant Fees, documentation, and dissemination of information.*

|  |  |
| --- | --- |
| ***Estimated Budget*** | ***$50,000***  |
| * *Consultant Fees (incl admin)*
 | *$35,000* |
| * *Webinar/Training*
 | *$5,000* |
| * *Documentation*
 | *$5,000* |
| * *Honoraria*
 | *$5,000* |

 |

|  |
| --- |
| **HOW TO APPLY**  |
| Please send your proposal to line3committee-comitecanalisation3@nrcan-rncan.gc.ca, **by close of business June 10th, 2022.** Project activities may begin by June 30th , 2022 and may run through September 2022.

|  |
| --- |
| **Milestone** |
| **April** | **May** | **June** | **July** | **Aug** | **Sept** |
| **Project Initiation*** Develop Project Charter
* Prepare statement of work and issue Call for Proposals to identify consultants
 |  |  |  |  |  |  |
| **Review Proposals & Select Consultant****Award Project and Initiate work*** Set out project specifications details including tasks and deliverables in contract for work
 |  |  |  |  |  |  |
| **Project Underway*** Project implemented with guidance of Project Working Group/IM Sub-committee with completion of field work in June/July.
 |  |  |  |  |  |  |
| **Review Draft Deliverable with IM Sub-committee** |  |  |  |  |  |  |

**Your proposal should include:**1. GIS Database development biography/experience including experience in Geo-spatial Data Capture and mapping
2. Completed application form *(attached)* with a budget
3. Links to your portfolio
4. Two references that can speak to the services you offer that are related to this Request for Proposal.
 |

**Questions:**If you have any questions about the above Request for Proposals, please contact the Line 3 IAMC Secretariat at line3committee-comitecanalisation3@nrcan-rncan.gc.ca. *Candidates will be evaluated based on their GIS Database development biography/experience including experience in Geo-spatial Data Capture and mapping experience, experience working with or providing services to Indigenous communities and value for money. The Committee reserves the right not to select any recipient and/or to select recipients via criteria and processes as it determines appropriate. The Committee may choose to partner with one or multiple applicants. Time spent responding to this request for proposals will not be compensated.*This is an exciting opportunity to be part of a ground-breaking initiative that is creating the foundations of long-term partnerships between Indigenous communities and federal regulators.Thank you for your interest,*Line 3 Indigenous Advisory and Monitoring Committee* |

|  |
| --- |
|  |
| **1. Eligibility (mandatory)** |
| *Context 1:* | *Recipients eligible to receive retroactive payments are limited to:**Professional Indigenous GIS Database Development firms (First Nations, Métis, & Inuit) based out of Alberta, Saskatchewan, and/or Manitoba. For the purposes of this RFP, the term “Indigenous” is understood to include Inuit, First Nation, Métis, Status Indian, and non-Status Indian individuals, or any combination thereof.*  |
| **Question 1:** | **Are an eligible recipient? (Note: You may be asked to provide documentation proving your eligibility.)** |
| Answer 1: |  **[Delete this text and type your answer here.]** |
| **2. Experience with GIS Database development including experience in Geo-spatial Data Capture and mapping (mandatory)** |
| *Context 2:* | *The successful firm would update all the NRCan existing layers, provide the IAMC the means to create maps in house with the ability to add text and other data to the map, create editing instructions and policies for the GIS datasets being used by IAMC members and monitors, advice the IAMC on matters relating to GIS projects and software, provide advise on the GIS-related software and software licenses, customize GIS related web page, work with Swan Lake First Nation and others including drone operating companies and Land Surveyors to acquire data, obtain GIS data as needed from other sources including Land Title offices, CER, and Enbridge, provide customized solutions for special projects as requested including illustrating the indigenous knowledge in all aspects of the pilot project, obtaining consent from all the parties involved in data capture before incorporating the data into the GIS database.* |
| **Question 2:** | **Please describe your experience in the above areas(max 500 words)** |
| Answer 2: | **[Delete this text and type your answer here.]** |
| **3.** **Experience working collaboratively to manage projects (mandatory)** |
| *Context 3:* | *The IAMC requires the recipient to develop a GIS Database and complete the Data Capture process within Swan Lake First Nation and provide mapping services while working closely with the Committee, CER, IAMC working groups, and Secretariat to complete this deliverable.* |
| **Question 3:** | **Please demonstrate (through concrete examples of experience) your experience working collaboratively to manage projects (max 200 words).** |
| Answer 3: | **[Delete this text and type your answer here.]** |
| **4. Experience with technical equipment.** |
| *Context 4:* | *Recipient must be able to ensure access to technical equipment for the duration of the pilot project including the data capture part and the database development. Some resources may be available through The Surveyor General Branch Regional Office in Manitoba.* |
| **Question 4**: | **Please describe your accessibility to professional equipment and software. (max 200 words)** |
| Answer 4: | **[Delete this text and type your answer here.]** |

|  |
| --- |
| **5. Experience working collaboratively to manage projects.** |
| **Question 5**: | **Provide examples of your experience in working with others to plan, conduct, or manage projects (and subcontracts) that require collaboration under tight timelines (max 500 words)** |
| Answer 5: | **[Delete this text and type your answer here.]** |

|  |
| --- |
| **6. Experience working with Indigenous Nations and/or People (mandatory)** |
| **Question 6**: | **Please provide examples of your experience providing services to or collaborating with Indigenous Nations and/or Peoples (max 500 words).** |
| Answer 6: | **[Delete this text and type your answer here.]** |
| **Question 7. Estimated Project Costs:** |
| Using the following table, briefly describe the costs to be incurred and identify the amounts budgeted. |
| **CATEGORY** | **DESCRIPTION** | **ESTIMATED COST** |
| **Professional Services**Identify the nature of the work to be completed. | *For example:**Collection, Registration, Organization, Processing, and Publishing of Line 3 IAMC specific geospatial data within Swan Lake First Nation.**Determine the format of the data for inclusion in a geographic information system.**Creating a sample product to be used as a model for the future Line 3 IAMC database.**Combine Indigenous knowledge and technology for more meaningful results within Line 3 IAMC.**Using GPS, drones, and aerial/satellite imagery as tools, to record Indigenous knowledge that is related to land and environment in a database**Creating a dynamic system to support capacity building and ongoing operation.* |  |
| **Salaries and Benefits**Identify salaries designated solely for the time dedicated to support the project. |  |  |
| **Travel** |  |  |
| **TOTAL** |  |  |